

Job Title: TECHNICAL MANAGER VI - TRANSPORTATION INFRASTRUCTURE SECURITY SUPERVISOR - IPR#46452

Agency : Department of Transportation

Closing Date/Time: 05/11/2023

Salary: \$6,670-\$11,020 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Transportation Infrastructure Security Supervisor.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for coordinating disaster responses for the Office of Highways Project Implementation (OHPI), coordinating the Emergency Operations for the central Bureau of Operations, and overseeing the implementation of the Emergency Operations Plan, Earthquake Preparedness Plan, Illinois Plan for Radiological Accidents, Strategic National Stockpile Distribution Plan, and Mitigation Plan; and serving as the primary inter-agency liaison with other state and federal agencies and municipal governments for emergency preparedness

and response. This includes oversight of the Disaster and Emergency Relief Fund as it relates to natural disaster response efforts by department staff. Development and administration of the department's wireless communications systems and operations is a key function of this position.

Approximate number of emergencies requiring response: 50 annually

Approximate emergency exercises: 10 annually

Training programs: 30 with +900 participants annually

This position reports directly to the Engineer of Operations. Reporting to this position are the Incident Management and Communication Systems Manager, Emergency Manager, and Office Coordinator.

This position operates within an environment requiring an in-depth understanding of the essential concepts of emergency management and Department of Homeland Security policies and procedures. This understanding is applied under conditions where time is critical and resource information is inadequate. The incumbent processes federal disaster assistance requests, develops policies in the Emergency Operations Manual, interprets Department of Homeland Security policies and guidelines, coordinates emergency planning and communication, directs disaster response, and prepares resource lists. The environment is ever-changing based upon the requirements of new federal and state regulations. This position is unique to the department in that it surveys and coordinates all districts to assess specific types and amounts of emergency management and homeland security training necessary for subordinate development to comply with these regulations. The incumbent actively supports and participates in emergency response functions related to all nine Illinois Department of Transportation (IDOT) districts, Day Labor, Illinois Emergency Management Agency (IEMA), and Illinois Terrorism Task Force (ITTF).

The greatest challenges for this position include developing plans and ensuring emergency response actions are implemented to effectively carry out the department's responsibilities in emergency and disaster situations. Typical problems include representing the department's best interest while dealing with organizations which hold different objectives.

(Job Responsibilities continued)

The incumbent is responsible for ensuring activities relating to emergency planning and disaster response are coordinated. S/He participates in the development, implementation, and instructions of various technical training programs throughout the department. The incumbent oversees the development of the Emergency Operations Manual, Earthquake Preparedness Plan, Illinois Plan for Radiological Accidents, Strategic National Stockpile Distribution Plan, Mitigation Plan, and resource lists for key personnel and equipment. S/He serves as a member of the department's Disaster Control Group and central Bureau of Operations liaison which may act for and commit resources of the office in an emergency. The incumbent ensures response activities are closely coordinated with the IEMA, Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) in response to emergency situations throughout the state. This involves coordinating the planning and preparation of manuals, resource lists, emergency communications, and processing federal disaster assistance requests. The incumbent is personally responsible for the design, development, and implementation of the Bureau of Operations' Homeland Security training programs. The incumbent functions as a liaison with district Operations engineers and other department-wide administrators. The incumbent is responsible for ensuing coordination of the OHPI resources for the Strategic National Stockpile Distribution Program. The incumbent administers the Public Assistance Disaster/Emergency grant applications for the IDOT for reimbursement of funds following an emergency or disaster. S/He is responsible for administering the Homeland Security Office for the IDOT which entails being co-chair of the ITTF Critical Infrastructure Committee and its subgroups, preparing the committee and subgroups in preparedness, and training for possible terrorist events in the state. The incumbent is responsible for the development, administration, planning, programs, contracts, and management of departmental wireless communications systems. This includes the development of policy and procedures for effective management of communications systems and operations. S/He works closely with the Incident Management and Communications Systems Manager to upgrade and enhance existing wireless systems, often in conjunction with other state agencies. The incumbent supervises all operational aspects of the Central Communications Center in the absence of the Incident Management and Communications System Manager. The incumbent ensures the development and management of the Central Communications Center procedures for the effective management of emergency communications, incident notifications, and distribution of necessary and appropriate information within the department and to the public. The incumbent assigns and reviews subordinate work, provides guidance and training to staff, conducts performance evaluations, reassigns staff to meet day-to-day operating needs, establishes annual goals and objectives, and approves time off. The incumbent initiates, coordinates, evaluates, and supervises various technical training seminars throughout the department.

(Job Responsibilities continued)

Accountabilities are accomplished through the following staff:

Incident Management and Communications System Manager who is accountable for developing, administering, planning, and programming the department's wireless communications activities, as well as supervision of the Central Communications Center operations and staff.

Emergency Manager who is accountable for assisting the Transportation Infrastructure Security Supervisor with coordinating disaster responses and plans for the OHPI.

Office Coordinator who performs general and specialized office support and secretarial functions.

The incumbent has wide latitude to accomplish responsibilities within all applicable departmental/state/federal guideline and regulations. Matters of a unique nature are referred to the Engineer of Operations with recommendations for resolution.

Internal contacts include regional/district office staff; Day Labor staff; and personnel in the Bureaus of Bridges and Structures, Local Roads and Streets, Business Services, and the Office of Finance and Administration. External contacts include the IEMA, Illinois State Police, Illinois legislators, Illinois Environmental Protection Agency, FHWA, Illinois National Guard, Illinois Department of Public Health, Illinois Commerce Commission, Central Management Services, Illinois Department of Corrections, Illinois Department of Natural Resources, Illinois Public Works Mutual Aid Network, Business Emergency Operations Center, local agencies and associations staff, contractors, utility personnel, and the public. Occasional statewide and/or out-of-state travel with overnight stays is required.

The effectiveness of this position is measured by the timely responses to disaster/emergency situations, proper documentation, and the efficient deployment and implementation of departmental resources to restore vital traffic arteries following a disaster. Effectiveness is also measured by the quality and timeliness of the Bureau of Operations' training programs, the incumbent's ability to develop creative solutions to complex problems in a timely and cost-effective manner, and the efficient operations of the Central Communications Center and departmental wireless communications resources.

Principal Accountabilities

1. Develops federally required policies, procedures, and standards to improve motorist and worker safety while ensuring compliance with department safety rules and practices including the Federal Disaster Assistance Guidelines, Earthquake Preparedness Plan, Emergency Operations Manual, Illinois Plan for Radiological Accidents, Strategic National Stockpile Distribution Plan, and Mitigation Plan.
2. Develops plans and procedures for meeting departmental emergency and disaster responsibilities and supervises activities to carry out these functions. Serves as the primary liaison between the IDOT and IEMA.
3. Participates as a voting member of the ITTF and functions as co-chair of the Terrorism Task Force Critical Infrastructure Committee and its sub-committees.
4. Assigns and reviews subordinate work, provides guidance and training to staff, conducts performance evaluations, reassigns staff to meet day-to-day operating needs, establishes annual goals and objectives, and approves time off.
5. Initiates, coordinates, evaluates, and supervises various technical training seminars throughout the department.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree in emergency management, homeland security, management, business, communications PLUS four years of experience in strategic/operational plan/annex development, public speaking, budget planning, response to actual disasters/emergencies and working with state/federal agencies, working in a mutual aid organization, managing security and resiliency status in local jurisdictions, or a combination thereof; OR

- Twelve years of experience in strategic/operational plan/annex development, public speaking, budget planning, response to actual disasters/emergencies and working with state/federal agencies, working in a mutual aid organization, managing security and resiliency status in local jurisdictions, or a combination thereof
- Illinois Professional Emergency Manager Certification
- Two years of supervisory experience
- Valid driver's license
- Occasional statewide and/or out-of-state travel with overnight stays

Position Desirables

- Extensive knowledge in emergency management planning, policies, and procedures
- Working knowledge of research and statistical methods and techniques
- In-depth planning, organization, and execution of administrative, safety, and emergency programs

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Operations

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Leadership & Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com